

Vinlab Client Portal User Guide

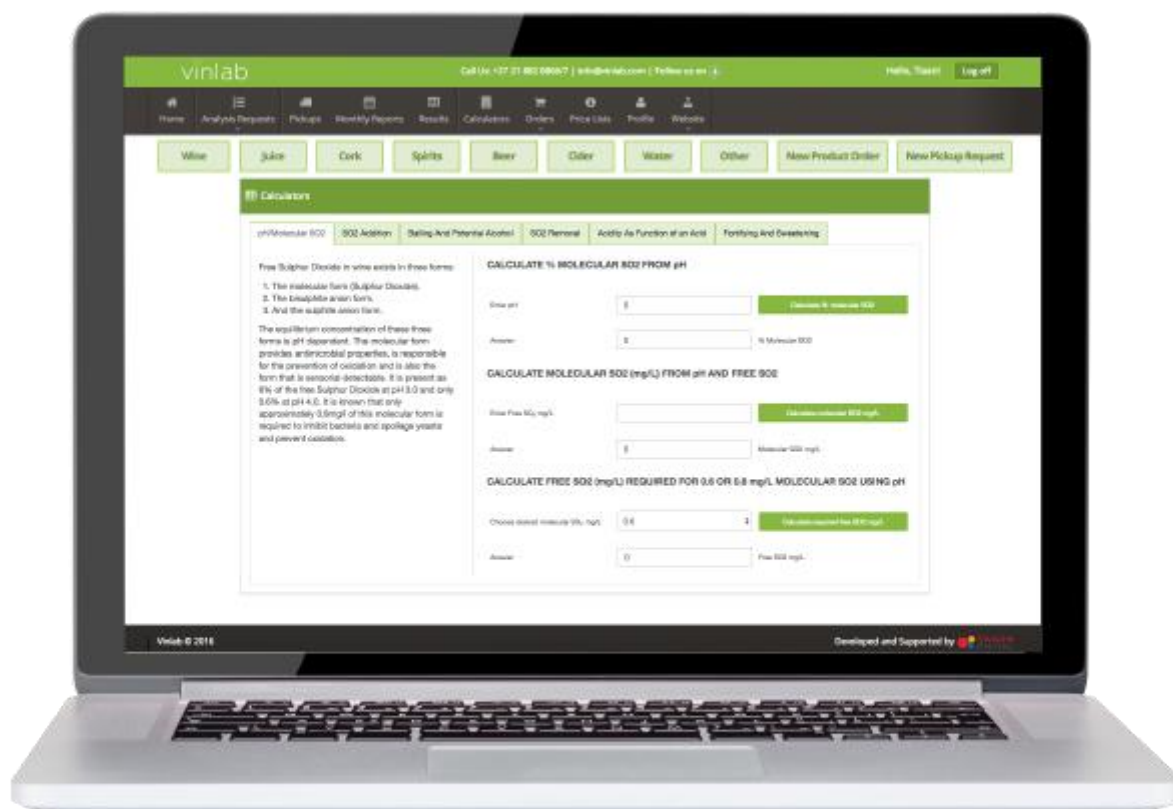


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Introduction

The Vinlab app is to help client to increase the speed of analysis.

CONTACT DETAILS

Address: Vinlab
Oude Molen Building
Distillery Road
Stellenbosch
7600

Telephone: 021 882 8866
Email: info@vinlab.com

1. Registration, Signing In

1.1 Registration Process

To register for an account go to <http://client.vinlab.com/Account/Register>. All the fields are required to be completed.

Once you have submitted your registration Vinlab will confirm your details and activate your account. You will receive an email once the registration has been confirmed.

Personal Details

Registered Company Name

First name

Last name

Email

Cell

Telephone

Fax

Preferred Pickup Location:

-Preferred Pickup Location-

Preferred Communication:

☐ Email
 ☐ SMS
 ☐ Fax

Create password

Password

Confirm Password

Register

1.2 Signing in

To sign in to your account go to <http://client.vinlab.com>

The image shows a 'Sign In' form with the following elements:

- Sign In**: Title of the form.
- User name**: Input field with a red '1' annotation and a user icon.
- Password**: Input field with a red '2' annotation and a lock icon.
- Forgot Password?**: Link with a red '3' annotation.
- ☐ **Stay signed in**: Checkbox and label.
- Log in**: Blue button.
- Register**: Green button.

1. Insert email address
2. Insert password
3. Forgot password link

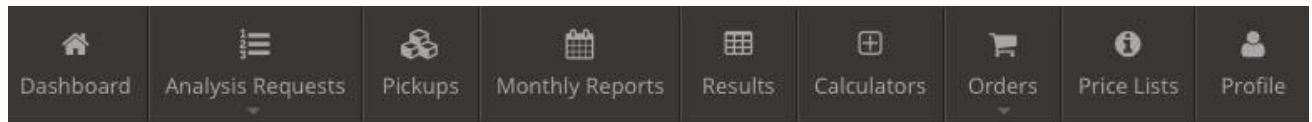
2. Your Dashboard

The screenshot displays the Vinlab Client Portal Dashboard. At the top, a green header bar contains the Vinlab logo, contact information (Call Us: +27 21 882 8866/7 | info@vinlab.com | Follow us on [social media icons]), and a user greeting 'Hello, nicky!' with a 'Log off' button. Below the header is a dark navigation bar with icons and labels for Home, Analysis Requests, Pickups, Monthly Reports, Results, Calculators, Orders, Price Lists, Profile, Invite Users, and Website. A secondary row of green buttons allows users to submit requests for Wine, Juice, Cork, Spirits, Beer, Cider, Water, Other, New Product Order, and New Pickup Request. A red 'VINLAB ALERT!' banner announces the lab's 15th birthday and early closing on Friday 9 Sept. The main content area is divided into two sections: 'Publications' (7) featuring articles like 'Making Better Brandy, Wineland November 2015', 'Smoke Taint: Implications of Wildfires', 'Vinlab App User Guide', and 'WATER ANALYSIS: Drinking, Waste and Irrigation water'; and 'CONTACT VINLAB' (8) which includes a 'Message Type' dropdown (set to 'general query'), a 'Message' text area, and 'History', 'Cancel', and 'Send' buttons. Below this is a 'Message History' section with a table showing a recent message exchange.

Date Sent	Message	Response	Response Date
17 Mar 15:29	test from felecia	hello felecia	17 Mar 15:30

1. Logged in user. You can also access your profile by clicking on your name
2. Log off from the Vinlab Application
3. Navigation area (See breakdown in [3. Navigation](#))
4. Submit new Wine, Juice, Cork, Spirits, Beer, Cider, Water or Other request
5. Create new product order
6. Create new pickup request
7. Vinlab publications download
8. Send a quick message to Vinlab. Replies will be sent to your email.

3. Navigation



3.1. Dashboard

Refer to [Dashboard View](#) above

3.2 Analysis Requests

3.2.1 Add New Request

See [paragraph 4](#) for detailed information on how to submit new analysis requests

3.2.2 Pending Requests

Pending requests have been submitted to Vinlab but have not been received or accepted into the lab yet. You are still able to edit your request at this stage.

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Hello, nicky!

Log off

Home

Analysis Requests

Pickups

Monthly Reports

Results

Calculators

Orders

Price Lists

Profile

Invite Users

Website

Wine

Juice

Cork

Spirits

Beer

Cider

Water

Other

New Product Order

New Pickup Request

PENDING REQUESTS

Print

The requests below have been submitted to Vinlab but have not been accepted into the lab. Once accepted it will be moved to the 'Accepted Requests' table.

Select	Printed?	Ref #	Client	Comment	Sample ID	Date	Tank	Product	Wine Type	Vintage	Options	Tick to Delete
<input type="checkbox"/>	<input type="checkbox"/>	278/89	cash		0	2016-08-29 13:08	r	wine	Shiraz	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	278/88	cash		0	2016-07-14 07:39	126	wine	Base Wine	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	278/87	cash		0	2016-07-14 07:39	125	wine	Base Wine	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025/31	vinlab		0	2016-07-14 07:39	124	wine	Base Wine	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025/30	vinlab		0	2016-07-14 07:39	123	wine	Base Wine	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025/29	vinlab		0	2016-07-13 16:53	123	wine	Base Wine	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	278/85	cash		0	2016-06-28 12:44	4	wine	Cabernet Franc	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	278/84	cash		0	2016-06-28 12:44	4	wine	Cabernet Franc	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	278/83	cash		0	2016-06-28 12:44	4	wine	Cabernet Franc	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	278/82	cash		0	2016-05-16 15:16	43	wine	Barbera	2014	Edit	<input type="checkbox"/>

Showing 1 to 10 of 10 entries

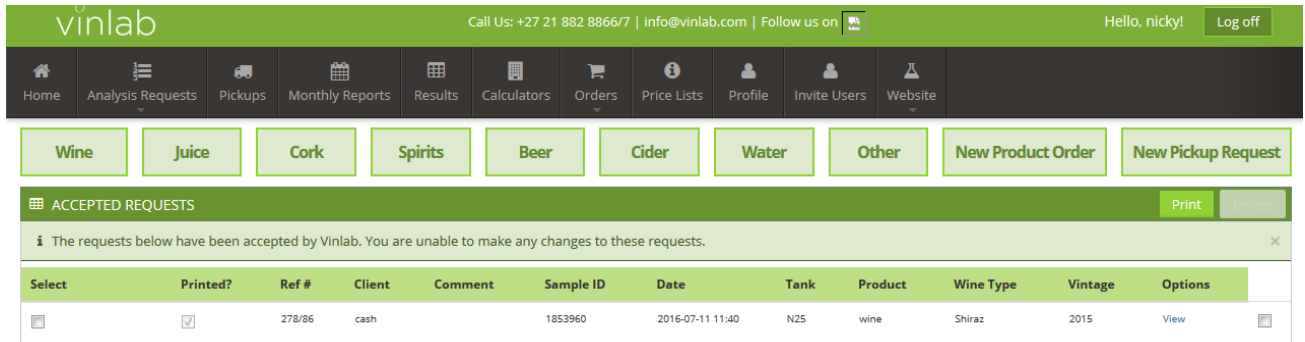
Previous

1

Next

3.2.3 Accepted Requests

Accepted requests have been accepted by Vinlab and can't be edited at this stage anymore. If you want to amend anything at this stage you will need to contact Vinlab directly via the messaging option on your dashboard or by calling 021 882 8866



ACCEPTED REQUESTS Print

The requests below have been accepted by Vinlab. You are unable to make any changes to these requests.

Select	Printed?	Ref #	Client	Comment	Sample ID	Date	Tank	Product	Wine Type	Vintage	Options
<input type="checkbox"/>	<input checked="" type="checkbox"/>	278/06	cash		1853960	2016-07-11 11:40	N25	wine	Shiraz	2015	View

3.3 Pickups

3.3.1 Overview

The screenshot shows the Vinlab client portal dashboard. At the top, there's a green header with the Vinlab logo, contact information (Call Us: +27 21 882 8866/7 | info@vinlab.com | Follow us on [social media icons]), and a user greeting (Hello, nicky!) with a 'Log off' button. Below the header is a navigation bar with icons and labels for Home, Analysis Requests, Pickups, Monthly Reports, Results, Calculators, Orders, Price Lists, Profile, Invite Users, and Website. Underneath the navigation bar is a row of buttons for different product types: Wine, Juice, Cork, Spirits, Beer, Cider, Water, Other, New Product Order, and New Pickup Request. The 'New Pickup Requests' section is highlighted with a green bar and a red '1' next to a 'Create' button. Below this is a table with columns: Company, Client Name, Pickup Location, Requested Date, Note, and Action.

1. Request new pickups

3.3.2 Create new pickup request

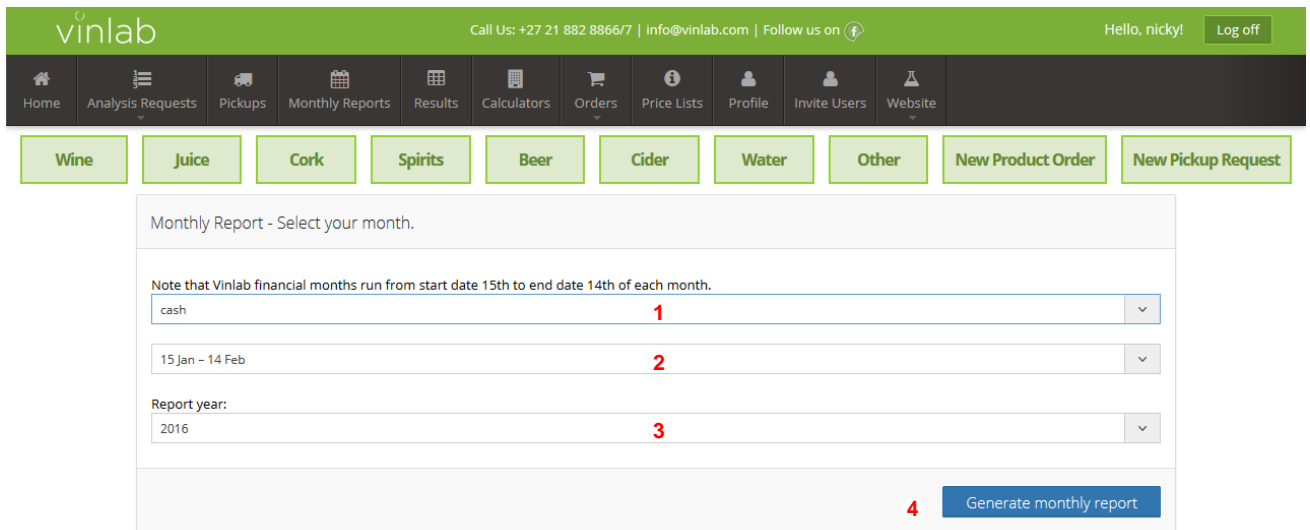
The screenshot shows the 'Create New pickup request' form. It has a green header with the title 'Create New pickup request'. Below the header are three input fields: 'Requested Date' (with a date picker showing 2015/02/25 and a red '1' next to it), 'Pickup Location' (with a dropdown menu showing 'Cabriere' and a red '2' next to it), and 'Note' (with a text area and a red '3' next to it). At the bottom right of the form are two buttons: 'Cancel' (green) and 'Create' (blue), with red '4' and '5' next to them respectively.

1. Select the date you want the pickup to occur on
2. Choose an alternative pickup location if it is not your default location
3. Add any additional notes
4. Cancel the request
5. Create the new request

NOTE: All pickup requests need to be submitted before 8am of the day the pickup is required.

3.4 Monthly Reports (desktop version)

3.4.1 Generate monthly report



1. Select the client (for clients that have been invited to view other clients results)
2. Select the month
3. Select the year
4. Generate monthly report

3.4.2 Download Monthly Report

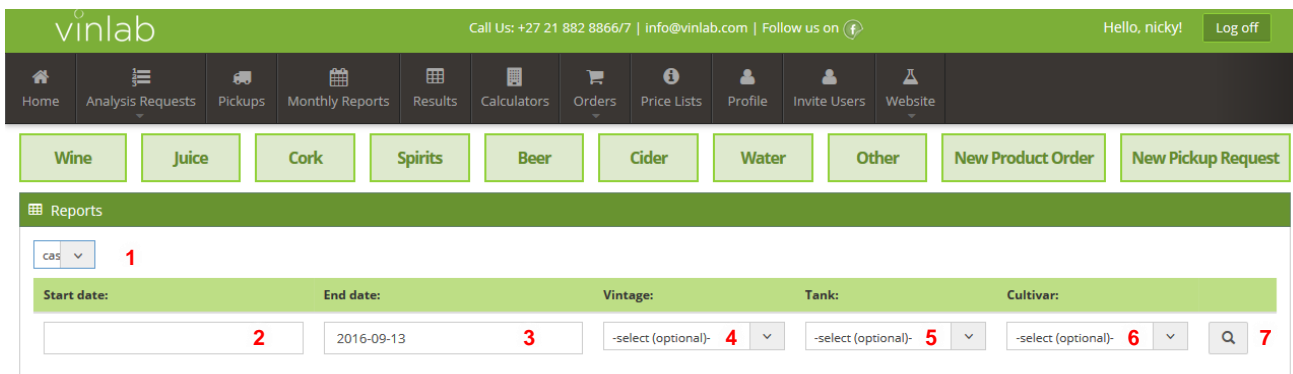
After you have generated a monthly report you are able to download it as a PDF or as an Excel document

Monthly Report



3.5 Results (desktop version)

3.5.1 Generate sample results report



1. Select client (for clients that have been invited to view other clients results)
2. Enter start date
3. Enter end date
4. Select Vintage (optional)
5. Select Tank (optional)
6. Select Cultivar (optional)
7. Click search

You will receive a list of results. Make a selection of certain sample results or select all to generate the report.

3.5.2 Download sample selection

After you have generated the sample report you can download it as a PDF or Excel document.

3.6 Calculators (desktop version)

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[Wine](#)
[Juice](#)
[Cork](#)
[Spirits](#)
[Beer](#)
[Cider](#)
[Water](#)
[Other](#)
[New Product Order](#)
[New Pickup Request](#)

Calculators

pH/Molecular SO₂

SO₂ Addition

Balling And Potential Alcohol

SO₂ Removal

Acidity As Function of an Acid

Fortifying And Sweetening

Free Sulphur Dioxide in wine exists in three forms:

1. The molecular form (Sulphur Dioxide).
2. The bisulphite anion form.
3. And the sulphite anion form.

The equilibrium concentration of these three forms is pH dependent. The molecular form provides antimicrobial properties, is responsible for the prevention of oxidation and is also the form that is sensorial detectable. It is present as 6% of the free Sulphur Dioxide at pH 3.0 and only 0.6% at pH 4.0. It is known that only approximately 0.8mg/l of this molecular form is required to inhibit bacteria and spoilage yeasts and prevent oxidation.

CALCULATE % MOLECULAR SO₂ FROM pH

Enter pH

0

Calculate % molecular SO₂

Answer:

0

% Molecular SO₂

CALCULATE MOLECULAR SO₂ (mg/L) FROM pH AND FREE SO₂

Enter Free SO₂ mg/L

Calculate molecular SO₂ mg/L

Answer

0

Molecular SO₂ mg/L

CALCULATE FREE SO₂ (mg/L) REQUIRED FOR 0.6 OR 0.8 mg/L MOLECULAR SO₂ USING pH

Choose desired molecular SO₂ mg/L

0.6

Calculate required free SO₂ mg/L

Answer

0

Free SO₂ mg/L

3.7 Orders

The Orders navigation option enables you to place orders for Vinlab products.

The screenshot shows the Vinlab portal interface. At the top, there's a green header with the Vinlab logo, contact information, and a user greeting. Below this is a navigation bar with icons for Home, Analysis Requests, Pickups, Monthly Reports, Results, Calculators, Orders, Price Lists, Profile, Invite Users, and Website. A secondary bar contains buttons for Wine, Juice, Cork, Spirits, Beer, Cider, Water, Other, New Product Order, and New Pickup Request. The main section is titled 'ORDER HISTORY' and features a table with columns: Ref Number, PO Number, Date, Total, Is For Delivery, Status, and a 'Create' button. A red '1' is placed above the 'Create' button. The table contains one row with the following data: Ref Number 179, PO Number, Date 2016-09-13 09:51, Total 548,86, Is For Delivery (checkbox), Status new, and a red '3' followed by 'View/Update | Print'.

Ref Number	PO Number	Date	Total	Is For Delivery	Status	
179		2016-09-13 09:51	548,86	<input type="checkbox"/>	new	3 View/Update Print

1. Create a new order.
2. Order Statuses:
 - a. Accepted: Vinlab has accepted the order and is processing it.
 - b. New: Order is in a queue at Vinlab for processing
3. View, Update and Print Orders. You may only update “new” orders that have not yet been accepted.


3.7.1 Create New Order


The screenshot shows the 'NEW ORDER' form in the Vinlab portal. The header includes the Vinlab logo, contact information, and a user greeting. The form is titled 'NEW ORDER' and has a date of '13 September 2016'. It contains three main sections: 1. Delivery Method, 2. Select delivery location, and 3. PO Number. The 'Delivery Method' section has two options: 'Collect at Vinlab' (unchecked) and 'For Delivery *' (checked). Below this is a red note: '*Deliveries only made to pickup locations.' The 'Select delivery location' section has a dropdown menu with '-Select-' and a 'PO Number' field. The 'PO Number' field is empty. Below these sections is a table with columns: Item, Cost (Incl), Qty, and Sub Total. The table contains the following items: 70% Alcohol 5 L (Cost: 296,86, Qty: 0), Chromatography Paper 1 sheet (Cost: 99,34, Qty: 0), Fehlings A 2 L (Cost: 184,34, Qty: 0), Fehlings B 2 L (Cost: 257,36, Qty: 0), H2O2 30% 100 ml (Cost: 63,00, Qty: 0), H2O2 30% 500 ml (Cost: 83,79, Qty: 0), H2SO4 (Sulphuric Acid) 25% 2 L (Cost: 144,84, Qty: 0), and H2SO4 (Sulphuric Acid) 25% 5 L (Cost: 184,34, Qty: 0).

Item	Cost (Incl)	Qty	Sub Total
70% Alcohol 5 L	296,86	0	
Chromatography Paper 1 sheet	99,34	0	
Fehlings A 2 L	184,34	0	
Fehlings B 2 L	257,36	0	
H2O2 30% 100 ml	63,00	0	
H2O2 30% 500 ml	83,79	0	
H2SO4 (Sulphuric Acid) 25% 2 L	144,84	0	
H2SO4 (Sulphuric Acid) 25% 5 L	184,34	0	

1. Select Delivery method (Collect or Delivery)
2. Select Delivery location. This list will appear when you select ‘For Delivery’. You may only select delivery locations from the drop-down list.
3. Enter PO Number (Optional)

3.8 Price Lists (desktop version)



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[Wine](#)
[Juice](#)
[Cork](#)
[Spirits](#)
[Beer](#)
[Cider](#)
[Water](#)
[Other](#)
[New Product Order](#)
[New Pickup Request](#)

Prices are subject to change without notice.
All prices are exclusive of VAT.

PRICE LISTS [PDF/Print](#)

+ Basic Components

+ Preservatives

+ Stability Tests

- Dissolved Gases

Test	Description	Method	Unit	Category	Price
Pressure			bar, kPa, psi	Dissolved Gases	R 44,00
Dissolved CO2			mg/L, v/v%	Dissolved Gases	R 47,25
Total O2 (bottled samples)			ppm (mg/L), ppb (µg/L)	Dissolved Gases	R 53,55
Dissolved O2 (tank samples)			ppm (mg/L), ppb (µg/L)	Dissolved Gases	R 53,55

+ Filtration

+ Cations And Metals

+ Phenolics And Colour

+ Bottles And Corks

+ Grapes And Juice

3.9 Your profile

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Home Analysis Requests Pickups Monthly Reports Results Calculators Orders Price Lists **1** Profile Invite Users Website **2**

Personal Details 3

First name: Last name:

Email: Cell:

Telephone: Fax:

Preferred Pickup Location: **4**

Preferred Communication: **5** ☒ Email ☐ SMS ☐ Fax

[Change Password...](#) **6**

[Manage Business Details](#) [Update](#)

Request Templates 7

New template for:

Name	Product Type	Tank No	Vintage		
MLF	wine		2016	Update	Delete
va checks	wine			Update	Delete
VA, pH, TA, SO2	wine		2016	Update	Delete

Invited users 8

Name	Email	Company Name	Invitation Date	Invitation Sent By	Access Level	
Wendy Mitchell	wendy@vinlab.com	vinlab	2016-07-13 10:59:02 AM	nicky Wilton	All	Edit Revoke

People who invited me 9

Company Name	Invitation Date	Invitation Sent By	Access Level
cash	2016-07-13 11:28:26 AM	Wendy Mitchell	Limited

You can access your profile by clicking:

1. Profile tab on the menu bar
2. Your name

Change your profile settings:

3. General account information
4. Preferred pickup/delivery location
5. Preferred communications
6. Password reset

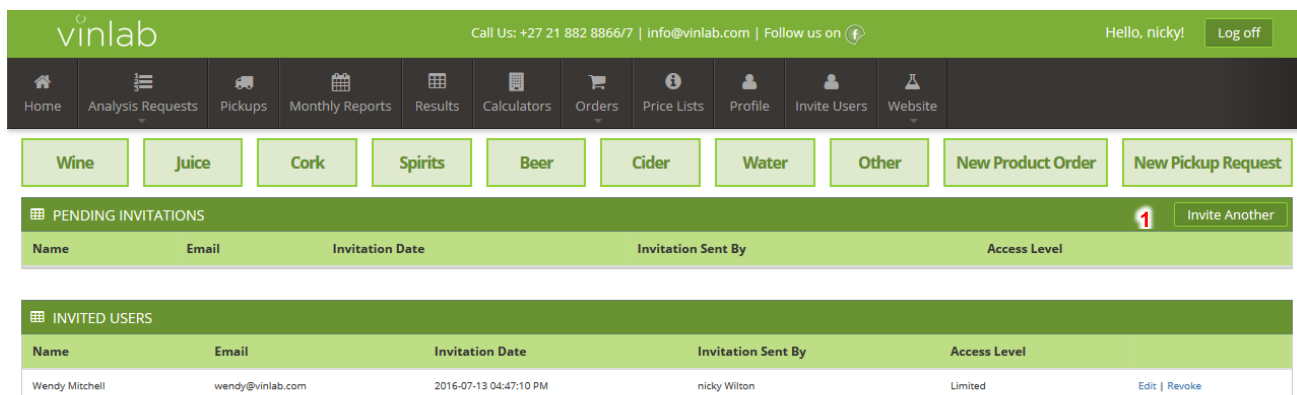
Other settings

7. Manage your analysis request templates
8. Users that have been invited to have access to your account (note that only Account Administrators may invite other users to access their accounts)
9. Clients whose accounts you have been invited to have access to

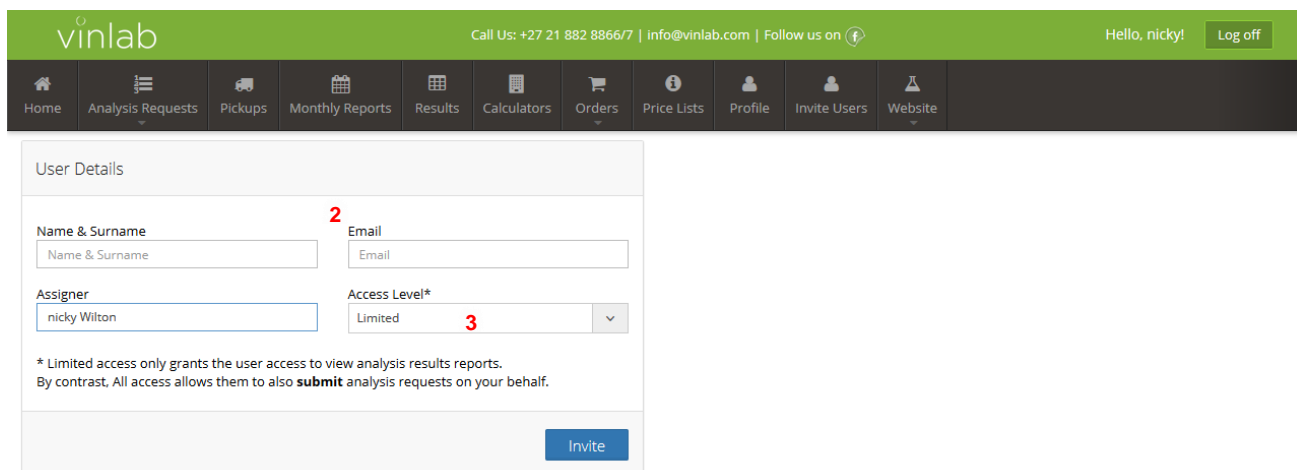
3.10 Invite Users

This function is for clients who need to submit samples and access results for more than one winery (e.g. consultants).

Go to Invite Users in the menu.



1. Invite a new user

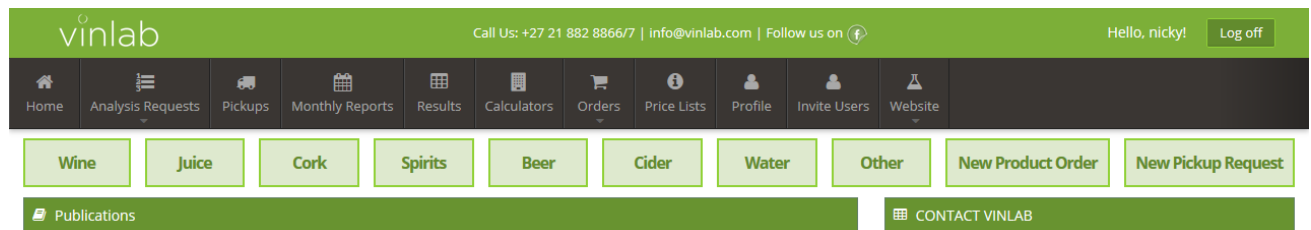


2. Enter details of invited user
3. Assign access level.
 Limited: Users can access results and monthly reports
 All: Users can access results and monthly reports, submit samples and request pickups.
4. View invited users and who you have been invited by in your Profile ([see above](#))

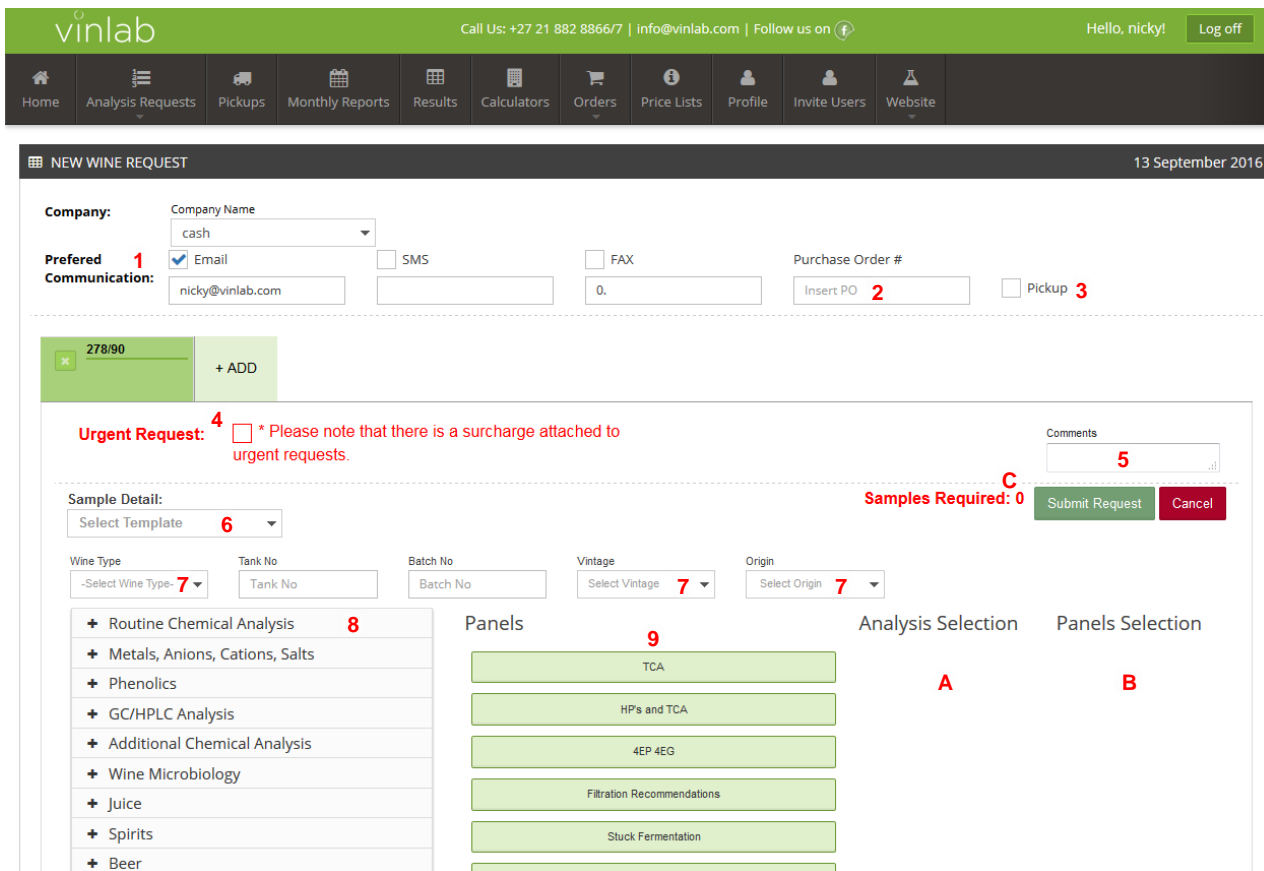
4. Analysis Requests

4.1 Wine, Juice, Cork, Spirits, Beer, Cider, Water & Other

Select product type: Wine, Juice, Cork, Spirits, Beer, Cider, Water, Other



4.1.1 Make request selections



The screenshot shows the 'NEW WINE REQUEST' form in the Vinlab client portal. The form includes sections for company information, communication preferences, sample details, and analysis/panel selections. Numbered annotations (1-9) and lettered annotations (A-C) highlight specific fields and sections for user attention.

- 1**: Preferred Communication (Email, SMS, FAX)
- 2**: Purchase Order #
- 3**: Pickup location
- 4**: Urgent Request checkbox and note
- 5**: Comments field
- 6**: Sample Template dropdown
- 7**: Wine Type, Vintage, and Origin dropdowns
- 8**: Routine Chemical Analysis dropdown
- 9**: Panels selection area
- A**: Analysis Selection area
- B**: Panels Selection area
- C**: Samples Required field

1. Preferred communication: Please ensure your communication preferences are correct. If you want to use other details please update it here.
 - a. Email
 - b. SMS
 - c. FAX
2. Purchase Order number (optional)
3. Pickup: Select this option if you want Vinlab to collect your samples at a selected pickup location. You only need to select pickup once per batch of samples.
4. URGENT requests
5. Add any comments you want to attach to your sample
6. Select template ([see para 5. for more information on creating custom templates](#))
7. Note that 'Wine type', 'Vintage', and 'Origin' are required fields and must be selected from the drop-down lists. Where any of these is unknown, select 'other'.
8. Choose the individual analysis parameters you want to request from the drop-down lists
9. Select any panels you want to request
 - A. Selected parameters will be added here. If you want to remove any of the selected parameters you can simply click on the item in area A
 - B. Your panel selections are displayed here.
 - C. Please note that you need to supply the amount of samples as indicated in the **Samples Required** section

4.1.2 Add additional requests and submit requests

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Home Analysis Requests Pickups Monthly Reports Results Calculators Orders Price Lists Profile Invite Users Website

NEW WINE REQUEST 13 September 2016

Company: Company Name: cash

Preferred Communication: ☒ Email ☐ SMS ☐ FAX Purchase Order # ☐ Pickup

nicky@vinlab.com

278/90 **2** WINE TYPE: BARBERA TANK #: 4 BATCH #: **1**

278/91 WINE TYPE: BORDEAUX TANK #: 5 BATCH #: **1** + ADD

Urgent Request: ☐ * Please note that there is a surcharge attached to urgent requests.

Comments

Sample Detail: **Samples Required: 1** **Submit Request** **Cancel**

va checks

Wine Type: Bordeaux Tank No: 5 Batch No: Batch No: Vintage: 2016 Origin: Coastal

Panels **Analysis Selection** **Panels Selection**

+ Routine Chemical Analysis
+ Metals, Anions, Cations, Salts
+ Phenolics
+ GC/HPLC Analysis

TCA
HPs and TCA

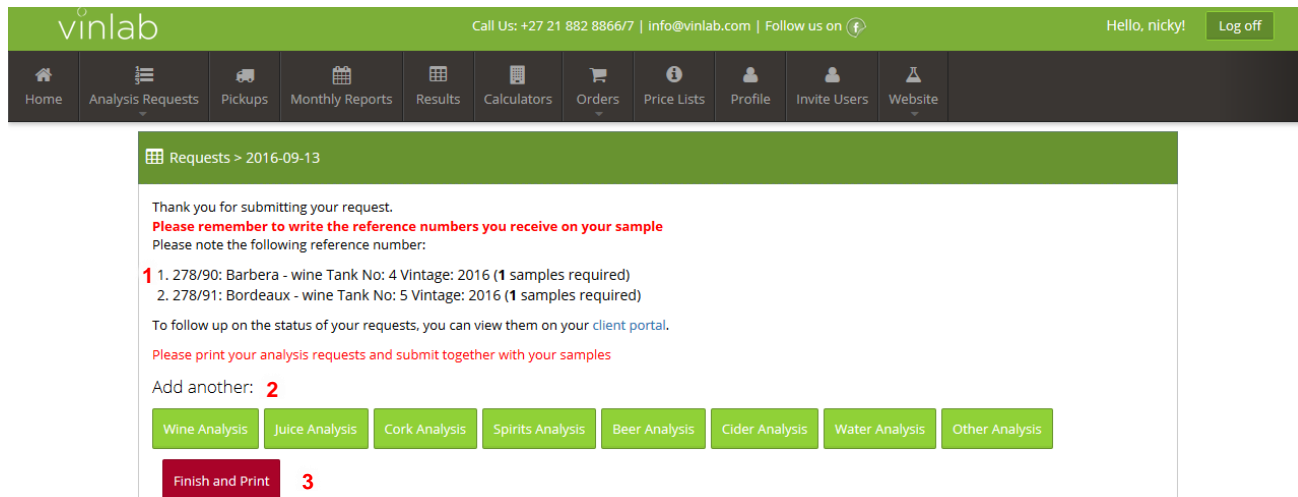
VA (Winescan) *
pH (Winescan) *
TA (Winescan) *

Once you have selected all the parameters:

1. +ADD tab, to add additional samples (a maximum of approximately 10 samples may be added)
2. Note the reference number allocated for each sample
3. Submit Request when you have finished adding all your samples

4.1.3 Prepare samples for analysis

Once you have submitted your request, you will receive a confirmation page. Please note the reference field for your sample. This needs to accompany the sample that you are submitting for analysis.



The screenshot shows the Vinlab Client Portal interface. At the top, there is a green header with the Vinlab logo, contact information (Call Us: +27 21 882 8866/7 | info@vinlab.com | Follow us on Facebook), and a user greeting (Hello, nicky!) with a Log off button. Below the header is a navigation bar with icons and labels for Home, Analysis Requests, Pickups, Monthly Reports, Results, Calculators, Orders, Price Lists, Profile, Invite Users, and Website. The main content area is titled "Requests > 2016-09-13". It contains a confirmation message: "Thank you for submitting your request. Please remember to write the reference numbers you receive on your sample. Please note the following reference number:". Two numbered items are listed: "1. 278/90: Barbera - wine Tank No: 4 Vintage: 2016 (1 samples required)" and "2. 278/91: Bordeaux - wine Tank No: 5 Vintage: 2016 (1 samples required)". Below this, it says "To follow up on the status of your requests, you can view them on your client portal." and "Please print your analysis requests and submit together with your samples". There is a section "Add another:" with a red "2" next to it, followed by a row of buttons for "Wine Analysis", "Juice Analysis", "Cork Analysis", "Spirits Analysis", "Beer Analysis", "Cider Analysis", "Water Analysis", and "Other Analysis". At the bottom, there is a red button labeled "Finish and Print" with a red "3" next to it.

After submitting request:

1. Reference number to accompany each individual sample – VERY IMPORTANT
2. Add next sample request or,
3. If finished requesting samples, go to Finish and Print. Select 5 samples to print per product type.

4.1.4 Finish and print

Once you have completed adding all your samples, select 'Finish and Print'. You will be taken to the Pending requests page.

PENDING REQUESTS 2 [Print](#)

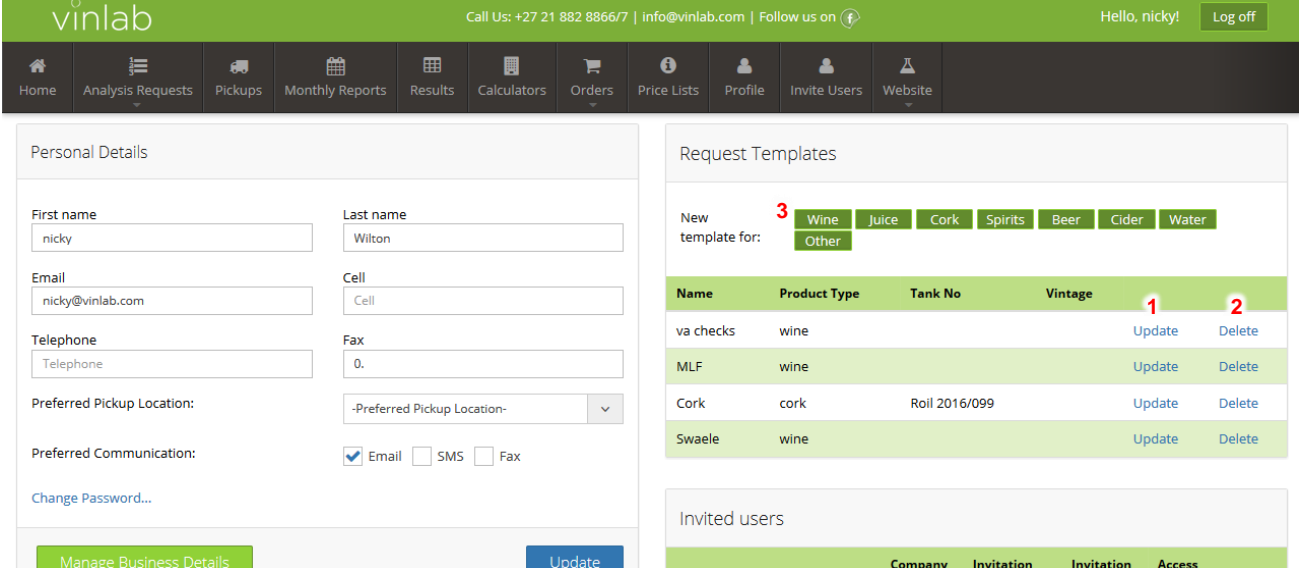
The requests below have been submitted to Vinlab but have not been accepted into the lab. Once accepted it will be moved to the 'Accepted Requests' table.

Select	Printed?	Ref #	Client	Comment	Sample ID	Date	Tank	Product	Wine Type	Vintage	Options	Tick to Delete
<input type="checkbox"/>	<input type="checkbox"/>	278/91	cash		0	2016-09-13 12:33	5	wine	Bordeaux	2016	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	278/90	cash		0	2016-09-13 12:33	4	wine	Barbera	2016	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	278/89	cash		0	2016-08-29 13:08	r	wine	Shiraz	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	278/88	cash		0	2016-07-14 07:39	126	wine	Base Wine	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	278/87	cash		0	2016-07-14 07:39	125	wine	Base Wine	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025/31	vinlab		0	2016-07-14 07:39	124	wine	Base Wine	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025/30	vinlab		0	2016-07-14 07:39	123	wine	Base Wine	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025/29	vinlab		0	2016-07-13 16:53	123	wine	Base Wine	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	278/85	cash		0	2016-06-28 12:44	4	wine	Cabernet Franc	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	278/84	cash		0	2016-06-28 12:44	4	wine	Cabernet Franc	2015	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	278/83	cash		0	2016-06-28 12:44	4	wine	Cabernet Franc	2015	Edit	<input type="checkbox"/>

4. Select up to 5 samples to print per product type. You may not print different product types together.
5. Print selected requests
6. Samples should be accompanied with their printed analysis request page

5. Creating and Managing Custom Templates

Create custom templates in your Profile



The screenshot shows the Vinlab user interface. The top navigation bar includes the Vinlab logo, contact information, and a user greeting. Below this is a menu with various options like Home, Analysis Requests, Pickups, etc. The main content area is divided into two sections: 'Personal Details' and 'Request Templates'.

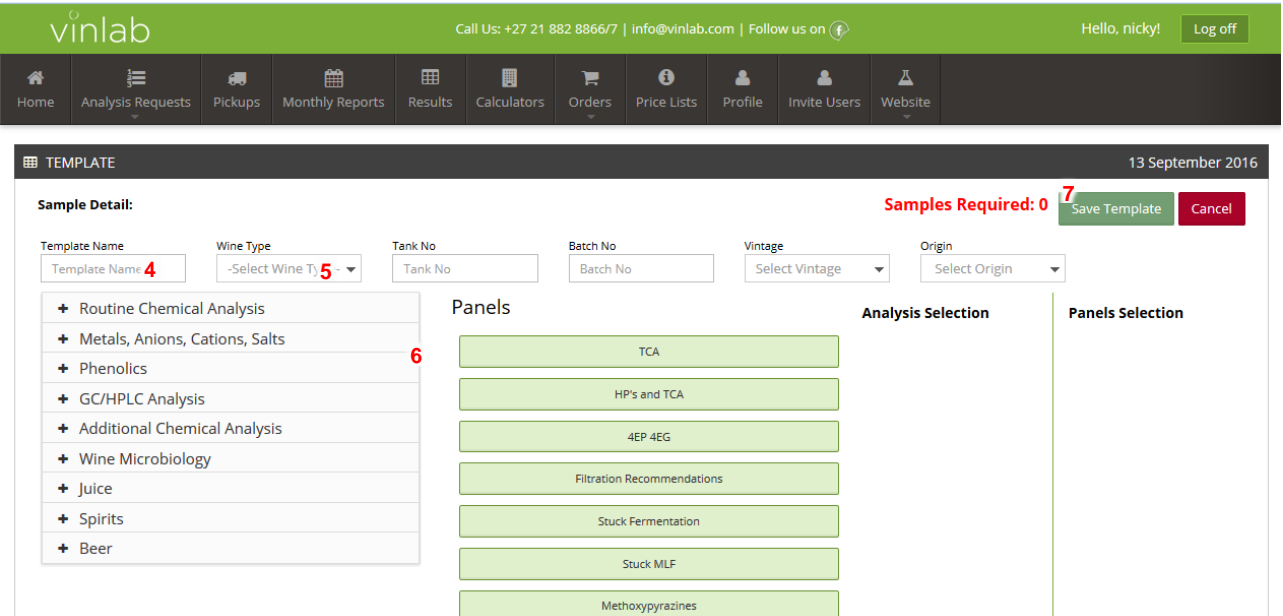
Personal Details: This section contains form fields for 'First name' (nicky), 'Last name' (Wilton), 'Email' (nicky@vinlab.com), 'Cell', 'Telephone', and 'Fax'. There are also dropdowns for 'Preferred Pickup Location' and 'Preferred Communication' (Email, SMS, Fax). A 'Change Password...' link is at the bottom left of this section.

Request Templates: This section shows a 'New template for:' dropdown with options like Wine, Juice, Cork, Spirits, Beer, Cider, Water, and Other. Below this is a table of existing templates:

Name	Product Type	Tank No	Vintage	Update	Delete
va checks	wine			Update	Delete
MLF	wine			Update	Delete
Cork	cork	Roil 2016/099		Update	Delete
Swaele	wine			Update	Delete

At the bottom of the Request Templates section is an 'Invited users' table with columns for Company, Invitation, and Access.

2. Update and edit existing templates
3. Delete templates you no longer require
4. Create new template for different product types



The screenshot shows the 'TEMPLATE' creation page in the Vinlab portal. The top navigation bar is the same as the previous screenshot. The main content area is titled 'TEMPLATE' and shows the date '13 September 2016'.

Sample Detail: This section contains form fields for 'Template Name' (Template Name), 'Wine Type' (-Select Wine Ty), 'Tank No' (Tank No), 'Batch No' (Batch No), 'Vintage' (Select Vintage), and 'Origin' (Select Origin). There is a 'Samples Required: 0' indicator and 'Save Template' and 'Cancel' buttons.

Analysis Selection: This section shows a list of analyses to be added to the template:

- + Routine Chemical Analysis
- + Metals, Anions, Cations, Salts
- + Phenolics
- + GC/HPLC Analysis
- + Additional Chemical Analysis
- + Wine Microbiology
- + Juice
- + Spirits
- + Beer

Panels: This section shows a list of panels to be added to the template:

- TCA
- HP's and TCA
- 4EP 4EG
- Filtration Recommendations
- Stuck Fermentation
- Stuck MLF
- Methoxypyrazines

5. Enter template name
6. Add any of the following selections to your template: Wine Type, Tank No, Batch No, Vintage, Origin
7. Add any analyses or panels to your template
8. Save Template